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GUATEMALA TRIP REPORT

WOMEN'S LEGAL RIGHTS INITIATIVE UNDER THE WOMEN IN
DEVELOPMENT IQC

CONTRACT NO. GEW-I-00-02-00016-00, TASK ORDER 01



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SECTION I

Travel Dates, Destinations, and Purposes

A. Travel Dates and Destinations

Lelia Mooney, Legal Specialist for the Women's Legal Rights Initiative (WLR), visited Guatemala City from November 14- 30, 2005 to facilitate the negotiation of the new terms of cooperation with WLR's partners, work on the new M&E strategy, facilitate a WLR/Guatemala staff retreat workshop and attend a follow-up and monitoring event with Master's students and participating institutions.

B. Purpose of Travel

The primary purpose of Ms. Mooney's trip was to monitor the status of implementation of the WLR Guatemala 2005-2006 country action plan. Specifically, Ms. Mooney's visit focused on achieving the following objectives: 1) facilitate and finalize negotiations of the new terms of cooperation with WLR Guatemala partners and USAID/Guatemala for the new country action plan; 2) conduct a WLR Guatemala staff retreat, work on the new M&E strategy and finalize WLR Guatemala's staff performance evaluations; and 3) conduct a series of follow up and monitoring meetings with the Masters students and their sponsoring institutions.

During her visit, Ms. Mooney held a series of meetings with various Guatemalan government officials, including, among others, the Chief of International Cooperation of the Public Ministry Clarissa Gonzalez Lopez, USAC's Rector Dr. Luis Alfonso Leal Monterroso, the Director of USAC's Postgraduate Legal Institute Dr. Villegas Lara, the Director of the Public Defender's Institute Blanca Stalin, the Coordinator of the Institute of the Public Defender's Training Academy (UNIFOCADEP) and President of the Guatemala Bar Association Yolanda Perez Ruiz, the Director of the USAID/Guatemala Justice Center of Villanueva Max Marroquin and Diploma Graduate Vilma Dinora Morales, the Director of the Institute of Comparative Criminal Legal Studies Claudia Paz and Diploma Graduate Julissa Baldetti among others. Annex A contains a complete list of meetings conducted in Guatemala.

Ms. Mooney devoted a considerable amount of time to working with the WLR local team on the status of implementation of the new country action plan and the challenges ahead. This included an analysis of the different program components, activities, benchmarks, the M&E strategy to be implemented on a quarterly basis and the opportunities to achieve program sustainability through the development of strategic alliances.

Furthermore, Ms. Mooney kept close communications with USAID/Guatemala Office of Democratic Initiative (ODI) Rule of Law Advisor Oscar Chavarria and USAID/Guatemala ODI Team Leader Jose Garzon. This included a specific session where the WLR Team updated both USAID/Guatemala officers on the new strategy and to receive their feedback on the proposed

MOU drafts to be signed with USAC and the Institute of the Public Defenders. Furthermore, the meeting also focused on the scopes of work to be developed with the USAID/Justice Center of Villanueva and the Institute of Comparative Criminal Studies. As a result of the meeting, Jose Garzon signed the MOU with the Institute of the Public Defenders on behalf of USAID/Guatemala as a witness of honor.

SECTION II

Trip Results

As a result of this trip, all activities and benchmarks planned under the three project component areas of the first quarter of the 2005-2006 fiscal year- *legal education strengthening, justice sector capacity building and civil society strengthening*- have been met. Significant trip results include:

- ✓ First semester of the masters program in *Gender, Women's Rights and Access to Justice* successfully completed.
- ✓ Sustainability approach for the MOU to be signed with USAC's Rector completed and submitted to USAC for approval after a careful review and input from USAID/Guatemala and USAC highest authorities.
- ✓ Monitor strategy of Masters and Diploma strategy developed and in current implementation.
- ✓ MOU signed with the Director of the Institute of the Public Defenders.
- ✓ Training and monitoring strategy incorporated into the MOU with the Institute of the Public Defenders.
- ✓ SOW for cooperation with the USAID/Guatemala Justice Center of Villanueva and the Institute of Comparative Criminal Studies completed.
- ✓ Continued strengthened coordination with USAID/Guatemala ODI, partner institutions and other initiatives.

A. Staff Supervision

Ms. Mooney met with the WLR local team to discuss implementation status, expected results and challenges ahead for the weeks of her visit and beyond. This included the update of the weekly set of priorities and tasks to be completed, a revision of the quarterly report contributions that the Field Office sends to the Home Office, and the importance of enhancing the monitoring system of the different activities that are currently being implemented. She also discussed challenges for program implementation for the upcoming quarter and concluded the local staff's performance review process in coordination with the COP.

B. Action Plan and Implementation

B1. Legal Education Strengthening

During this visit, Ms. Mooney and Mrs. De Celada conducted a series of meetings with USAC authorities and USAID/Guatemala to conclude the final round of negotiations that would lead to the signature of the MOU with USAC that will focus on the sustainability approach of the Masters program. After all the partners and stakeholders agreed on the terms of the final draft, this was sent to USAC's legal department for final review on November 25, 2005. It is expected that the MOU will be signed during the next quarter under the leadership of USAC's Rector, Dr. Luis Alfonso Leal Monterroso. For a complete version of the draft MOU, see Annex B.

Ms. Mooney also met with Dr. Villegas Lara and Masters Academic Coordinator Maria del Rosario Velasquez to monitor the status of the Masters implementation and the students' performance. All 25 of them, have successfully completed the first semester of the program. This in turn, was communicated to all the Masters' partner institutions as Ms. Mooney and Mrs. De Celada visited them to provide them with an update on their nominees' performance and to deliver the finally signed inter-institutional MOUs. During these meetings, they also agreed to provide WLR with all the necessary information and to facilitate the implementation of the M&E strategy.

B2. Justice Sector Capacity Building

On November 22 2005 WLR Guatemala officially entered into an MOU with the Institute of the Public Defenders. This MOU will focus on promoting gender mainstreaming at the institutional level. It will achieve that by using a training of trainers strategy that in turn, will spread to the 150 public defenders spread throughout the country. As a result of this process, the Institute of the Public Defenders expects that its cadre of professionals will incorporate the gender analysis and gender standards into their defense strategies, particularly of women alleged of committing crimes. See attached Annex C for a complete version of the MOU.



From left to right: Blanca Stalin, Director of the Institute of the Public Defenders of Guatemala and Lelia Mooney, WLR Legal Specialist for Guatemala.



From left to right: Yolanda Perez Ruiz, Director of Training at the Institute of the Public Defenders, Eugenia de Celada, WLR Guatemala Coordinator, Blanca Stalin, Director of the Institute of the Public Defenders and Lelia Mooney, WLR Legal Specialist for Guatemala.

B3. Civil Society Strengthening

Ms. Mooney and Mrs. De Celada conducted several meetings and concluded negotiations with Max Marroquín and Vilma Dinora Morales from the USAID/Guatemala Justice Center of Villanueva to complete the SOW that will focus on the design and implementation of a training strategy to help the 52 women community leaders (participants of Vilma Dinora's advocacy project) become certified paralegal community leaders (*promotoras líderes comunitarias*) in Villanueva, providing integral assistance to women who are victims of domestic violence. Ms. Mooney and Mrs. De Celada also met with Claudia Paz from the Institute of Comparative Criminal Studies. This effort will also be coordinated with another diploma graduate, Julissa Baldetti (another Diploma graduate) to conduct research on legal defense strategies and access to justice for women. These pieces of research will be used as training manual for the Institute of Public Defenders and the USAID/Guatemala Justice Center of Villanueva. See Annex D for a complete version of the first phase of the SOW with the USAID Justice Center of Villanueva and Annex E for the complete version of the SOW with the Institute of Comparative Criminal Studies.

SECTION III

Next Steps and Mission Support

A. Next Steps

The WLR Guatemala local team will continue to work to implement the current country action plan, focusing on:

- Paying close attention to the 2005-2006 country action plan, its results framework and planned activities for upcoming quarter and begin reporting to the home office based on these guidelines.
- Implementing the monitoring and evaluation (M&E) system that more efficiently captures WLR activities and their impact.
- Enhancing the M&E system of the different program components.
- Strengthening coordination with institutional partners and working towards the achievement of program sustainability.

Ms. Mooney will supervise the local team on program status and implementation through daily e-mails and phone communications, and will work with the home office support team on administrative procedures. She will conduct a next trip during following quarter. Finally, she will continue facilitating contacts with USAID/Guatemala, the new leadership at partner institutions, and supervise WLR local staff.

B. Mission Support

USAID Mission support in Guatemala has continued to be positive and supportive of WLR activities. Ms. Mooney, while in the field, keeps constant communication with Jose Garzon and Oscar Chavarria. WLR has found USAID/Guatemala's input extremely helpful and will continue incorporating all of its suggestions into the work-planning process.

ANNEX A**Interviews and Meetings Conducted in Guatemala**

Name	Position	Organization
Dr. Juan Carlos Martinez	Education Advisor	USAC
Dr. Mazariegos	Secretary General	USAC
Dr. Luis Alfonso Leal Monterroso	Rector	USAC
Magaly Morales	Coordinator International Cooperation	USAC
Dr. Jafeth Cabrera Franco	Director International Cooperation	USAC
Dr. Villegas Lara	Director	USAC School of Legal Graduate Studies
Maria del Rosario Velasquez	Diploma and Masters professor	USAC
Dr. Blanca Stalin	Director	Institute of the Public Defenders
Yolanda Perez Ruiz	Director of Training	Institute of the Public Defenders
Gloria Biassini	Director of Strategic Planning	Institute of the Public Defenders
Lucrecia Arevalo	Judge of the Peace, Diploma Graduate and Masters candidate	Judicial Branch
Miriam Urbina	Judge of the Peace, Diploma Graduate and Masters candidate	Judicial Branch
Rafaela Salazar	Judge of the Peace and Diploma Graduate	Judicial Branch
Max Marroquin	Director	USAID-Guatemala Justice Center of Villanueva
Vilma Dinora Morales	Coordinator and Diploma Graduate	OAV- Justice Center of Villanueva
Claudia Paz	Director	Institute of Comparative Criminal Studies
Ivonne Aguilar	Coordinator	Institute of Comparative Criminal Studies
Julissa Baldetti	Coordinator and Diploma Graduate	Institute of Comparative Criminal Studies
Jose Garzon	Chief ODI	USAID/Guatemala
Oscar Chavarria	ROL Advisor	USAID/Guatemala
Gabriela Nunez	Secretary for Presidential Secretariat for Women's Affairs	Presidential Secretariat for Women's Affairs (SEPREM)
Annabethsy Leonardo	Trafficking Specialist & WLR Diploma Graduate	Presidential Secretariat for Women's Affairs (SEPREM)
Clarissa Gonzalez Lopez	Head of International Cooperation	Public Ministry
Oscar Antonio Moreno Velasco	Chief of Human Resources	General Procurement Office of Guatemala
Teresa Zapeta	Director	Ombudsman for Indigenous Women (DEMI)

Name	Position	Organization
Modesto Baquiax Barreno	Director	Academy of Maya Languages
Aura Corona	Director of Training	Public Ministry

ANNEX B

Draft MOU to be signed with USAC

La UNIVERSIDAD DE SAN CARLOS DE GUATEMALA (que en este convenio se denominará la USAC) comparece representada por su Rector, Doctor Luis Alfonso Leal Monterroso y por la otra parte la INICIATIVA PARA LOS DERECHOS DE LAS MUJERES (que en este convenio se denominará la Iniciativa), financiada con fondos de la Agencia Internacional para el Desarrollo de los Estados Unidos (USAID) bajo el Contrato No. GEW-I-00-02-00016-00, e implementado por Chemonics International Inc., en sociedad con Partners of the Americas, CEDPA, Development and Training Services Inc., Metametrics y Turning Pointe Marketing comparecen representada por el Director de la Iniciativa David Vaughn y la abogada Lelia Mooney, LLM, Supervisora de la Iniciativa en Guatemala, comparecen y por este acto acuerdan,

CONSIDERANDO

Que con fecha 28 de enero de 2004 se formalizó el convenio marco de cooperación entre la Facultad de Ciencias Jurídicas y Sociales de la Universidad de San Carlos de Guatemala y Chemonics International Inc. por el cual se estableció la implementación a través de la Escuela de Estudios de Postgrado de esa Facultad, de un Programa de Especialización en Derechos de las Mujeres y Género, dando como resultado la graduación de 47 profesionales del Derecho y de Ciencias Sociales, del Diplomado de Actualización en Derechos de las Mujeres y Género. El Diplomado de Actualización en Derechos de las Mujeres y Género ha dado como resultado un mayor número de profesionales capacitados/as y fortalecidos/as en el estudios del derecho con enfoque de género, y ha mejorado la capacidad del sector justicia para reforzar la legislación de manera más eficiente, y fortaleciendo las capacidades de las organizaciones de la sociedad civil para abogar por los derechos legales de las mujeres. Este Convenio ha provocado un efecto disparador de muchos procesos a nivel de USAC, generando un impacto académico a través del Diplomado y dando inicio a otros procesos; así como el compromiso de las instituciones en asumir un nuevo enfoque en la interpretación y aplicación de las leyes.

Que en la cláusula Quinta del mismo Convenio se establece explícitamente que la Facultad asumía la responsabilidad de gestionar ante el Consejo de Postgrado de la Facultad y de la Universidad la aprobación de la Maestría en Derechos de las Mujeres y Acceso a la Justicia (de aquí en adelante LA MAESTRÍA), incluyendo sustancialmente la currícula que se desarrolle para el Programa de Especialización en Derechos de las Mujeres y Género y siguiendo todos los requisitos estipulados por la Escuela y USAC,

Que con fecha 17 de febrero de 2005 se suscribió la enmienda de operativización de la cláusula quinta del Convenio de Cooperación entre USAC y Chemonics International bajo el marco del programa de la Iniciativa y según la modalidad de implementación estipulada según la propuesta de Maestría presentada por la Licda. Lelia Mooney a la Escuela, el 12 de octubre de 2004 y aprobada por el Consejo Directivo del Sistema de Estudios de Postgrado en el Punto Quinto, inciso 5 del Acta 004-2004 de sesión celebrada por el citado Consejo Directivo el día 8 de abril

de 2005. Ambos documentos constituyen el marco general de cooperación e intercambio, mediante el cual la Escuela y la Iniciativa han desarrollado sus actividades de colaboración en el área estratégica de los Derechos de la Mujer a través de la implementación de la Maestría en Derechos de las Mujeres y Acceso a la Justicia.

La misma dio inicio el 25 de julio de 2005, con la selección de 25 profesionales representantes de once diferentes instituciones del Sector Justicia, y de la Sociedad Civil; y con la intervención de la Profesora Susan Deller Ross, de la Facultad de Derecho de la Universidad de Georgetown, dicha Maestría es actualmente implementada bajo la administración, coordinación y evaluación de la Escuela de Estudios de Postgrado, con el auspicio y supervisión de la Iniciativa.

Que para asegurar el impacto, la continuidad y sostenibilidad de los esfuerzos iniciados, es necesario contar con estrategias que promuevan la sostenibilidad del proceso a nivel institucional que fortalezcan el Liderazgo de la USAC a nivel de la Rectoría, que promueva el programa de Maestría y continuar atrayendo otras audiencias para futuros diplomados y Maestrías. Así mismo, se logrará un mayor impacto a nivel académico en USAC a través de este programa, el cual coloca a la USAC como una Universidad pionera no solo en Guatemala, sino a nivel centroamericano y de America Latina.

Que la sostenibilidad se logrará cuando la experiencia, el compromiso, la identificación de estrategias claras y la asignación de recursos son suficientes para aplicar, adaptar, continuar y desarrollar programas de postgrado en genero y derecho, sobre una base sólida y que para ello, es necesario:

- Tener una dirección estratégica clara.
- Poder examinar el contexto para identificar las oportunidades existentes
- Tener la capacidad de atraer, administrar y retener a las y los estudiantes
- Tener una administración adecuada
- Poder demostrar la efectividad e impacto para generar otros recursos financieros
- Obtener el apoyo y la participación de otros organismos dentro y fuera del sistema Universitario

Los miembros de las respectivas instituciones manifiestan su deseo de cooperar mutuamente y acuerdan lo siguiente:

Primero

Suscribir el presente Convenio de Cooperación que constituirá el marco general de cooperación e intercambio, mediante el cual USAC y la Iniciativa desarrollarán sus actividades de colaboración en áreas estratégicas del proceso educativo y de difusión del derecho con perspectiva de género, que lograrán fortalecer el acceso a la justicia por parte de las mujeres y las mujeres indígenas muy especialmente; mejorar la capacidad de las instituciones del sector de justicia para impartir justicia pronta y cumplida y contribuir al fortalecimiento de organizaciones de la sociedad civil.

Segundo

La USAC, en pleno goce de las facultades que le otorga la autonomía universitaria, desarrollara una estrategia de sostenibilidad de las ofertas académicas en género y derecho que se vienen desarrollando desde el año 2004 en la Facultad de Derecho y la Escuela de Estudios de Postgrado con el apoyo de la Iniciativa/USAID. Esto permitirá contar con una estrategia clara que generar que las mismas puedan seguir ofreciéndose a futuras promociones y a través de la coordinación institucional e interinstitucional que permita una generación de fondos que apoye el programa.

Tercero

LA USAC se compromete y asume la responsabilidad de asegurar el logro de las siguientes actividades específicas:

- Desarrollar e implementar una estrategia de sostenibilidad que asegure la consolidación del proceso.
- Institucionalizar la Maestría en Derechos de las mujeres, género y acceso a la justicia en la USAC a través de las siguientes acciones específicas:
 - a) La coordinación con los organismos internos universitarios, externos y de la cooperación internacional según corresponda para el seguimiento a la nueva promoción de Maestría.
 - b) La formación de un Comité de Desarrollo de la Estrategia de Sostenibilidad conformado, entre otros y por ejemplo, por delegados/as de la Rectoría, Secretario General, la Dirección de Cooperación Internacional, la Dirección General de Docencia, la Facultad de Derecho, la Escuela de Estudios de Postgrado de la Facultad de Derecho, el Instituto Universitario de la Mujer y la Iniciativa.
 - c) Creación de capacidades a futuro a través de la convocatoria a nuevas promociones de Maestría y Diplomado con especialización en género y derecho.
- Fortalecer y facilitar los intercambios académicos entre la Facultad de Derecho de la Universidad de Georgetown y la USAC bajo el liderazgo académico de la Profesora Susan Deller Ross. Ella hará un seguimiento de su visita a Guatemala en 2005, con el abordaje de temas que identificarán los/as estudiantes de la Maestría, en coordinación con la Escuela de Estudios de Postgrado de la Facultad de Derecho con la guía de los profesores locales y apoyara los procesos de sostenibilidad de la misma desde la perspectiva académica.
- Continuar con el desarrollo de la primera promoción de la Maestría en Derechos de las Mujeres, Genero y Acceso a la Justicia como mecanismo impulsor y disparador del proceso académico liderado por USAC y su Facultad de Derecho y Escuela de Estudios de Postgrado desde el año 2004 con el Diplomado de Especialización en Derechos de las Mujeres y Genero en coordinación con la Iniciativa. La Operacionalización de la misma continuara siendo regida por la Enmienda de Operativización de la Cláusula 5 (del Convenio de Cooperación firmado por el Ex Decano de la Facultad de Derecho Lic. Carlos Estuardo Gálvez y Chemonics International en enero de 2004) firmada por el Director de la Escuela de

Estudios de Postgrado y la Iniciativa con fecha 17 de febrero de 2005. El mismo programa continuara siendo implementado bajo el liderazgo del Director de la mencionada escuela.

Cuarto

La Iniciativa, por su parte, asume el compromiso y la responsabilidad de:

1. Facilitar asistencia en el diseño e implementación de la estrategia de sostenibilidad que desarrolle la USAC.
2. Apoyar el desarrollo de LA MAESTRIA mediante el diseño e implementación de una estrategia triangulada de seguimiento (Estudiantes, Instituciones y Universidad), de apoyo al desempeño de las personas participantes; las instituciones porque ellas también son parte del compromiso establecido, así también la Universidad a través de la identificación y selección de catedráticos (as) nacionales e internacionales que en su momento la Iniciativa identificará en conjunto con la USAC.
3. Facilitar la participación de académicos/as de la Universidad de Georgetown de los Estados Unidos en apoyo a la MAESTRIA
4. El presente convenio de cooperación no incluye la transferencia de fondos por parte de la Iniciativa a la USAC por ningún motivo y/o concepto.

Quinto

Para efectos de este Convenio, la USAC, será representada por el Rector Magnífico de la misma. Toda comunicación oficial de la Iniciativa será dirigida al Rector Magnífico, salvo en los casos en que él delegue una actividad particular a otro funcionario o empleado de la USAC para lo cual deberá notificar expresamente y por escrito a la Iniciativa. Las comunicaciones de la USAC para la Iniciativa serán dirigidas a la Coordinadora de la Iniciativa para los Derechos Legales de las Mujeres en Guatemala y a la Supervisora de la Iniciativa con sede en CHEMONICS International, Washington DC.

Sexto

Este Convenio de Cooperación tendrá una vigencia de dos años a partir de su suscripción, pudiendo ser revisado y ampliado a su terminación, haciéndose la manifestación por escrito al menos con un mes antes de su vencimiento. Asimismo, cualquier apoyo al programa, quedará sujeto a las regularidades y previsiones estipuladas bajo los términos especificados por USAID a CHEMONICS y por lo tanto regirán el convenio, en lo conducente, tales términos y condiciones.

Guatemala de de 2006.

De acuerdo con todas las cláusulas procedentes, estamos conformes y firmados en cuatro (4) originales, en idioma español.

Por la Universidad de San Carlos de Guatemala

Dr. Luis Alfonso Leal Monterroso
RECTOR MAGNIFICO

Lic. David Vaughn
Director del Proyecto
Iniciativa para los Derechos de las Mujeres

Licda. Lelia Mooney, LLM
Especialista Legal y en Género
Iniciativa para los Derechos de las Mujeres
Washington

Lic. Jose Garzon
Jefe Oficina de Iniciativas Democraticas USAID/Guatemala
Testigo de Honor
USAID

ANNEX C

MOU signed with the Institute of the Public Defenders
(please see attached PDF format)

ANNEX D

SOW of first phase of program with USAID/Guatemala Justice Center of Villanueva

Section A. Background, Scope of Work, Deliverables and Deliverables Schedule

A.1. Background

The Women's Legal Rights Initiative (WLR) team, in collaboration with the Office of Women in development (EGAT/WID) and USAID missions worldwide is working to strengthen and promote women's legal rights and their participation by enhancing opportunities for women to meaningfully participate in the economic, social and political dimensions of society. To achieve these goals the project coordinates with international donors and local stakeholders to provide strategies to identify constraints, discern gaps, and document best practices in knowledge and practice. Chemonics and the Subcontractor have agreed to combine their efforts and resources to achieve better gender equality and awareness in both civil and justice sectors in Villa Nueva, Guatemala.

In December 2004, the Women's Legal Rights Initiative, San Carlos University Law School and USAID/Guatemala, as witnesses of honor, signed a Memorandum of Understanding (MOU), in which both institutions committed to develop activities in strategic areas of educational process and dissemination of law with gender perspective, in order to strengthen access to justice to all women, especially indigenous women; and enhance institutional capacity to advocate and contribute to CSO strengthening.

One of the specific activities of the MOU is to strengthen the institutional capacities of the justice sector and civil society organizations so they can respond efficiently to all the demands, needs, problems and legal claims placed by women.

The Subcontractor was one of the organizations represented in the WLR Diploma Program. In this program, a graduate student developed and implemented an advocacy project with 50 female community leaders, aimed mainly at fighting against domestic violence. The implementation of this project was a great achievement both at a community level and inter-institutional level. The 50 female community leaders that were part of this process not only felt empowered with the new knowledge and understanding on how to access the justice system, but identified the need to go back to their own communities to replicate this knowledge with other women and grassroots organizations.

In order to achieve this impact, it is necessary to take this process to a second level, which is the certification of these women leaders as paralegal community leaders, who once trained and organized will play leading rolls in their communities in Villa Nueva, by developing community processes of advisory and providing assistance to all those women victims of violence and abuses to their human rights.

On this account, it is appropriate to support this initiative and take advantage of the inter-institutional space generated by the Domestic Violence Commission to develop action strategies in response to violence against women. The development of certified paralegal community leaders will include the participation of at least 25 women community leaders from at least 5

communities of Villa Nueva (Villa Lobos I, Villa Lobos II, Mezquital, Ciudad Peronia, Barcenas) who will be selected from a group trained during the advocacy project developed by a Diploma graduated student. It is expected that once these Paralegal Community Leaders are trained, in cooperation with the Subcontractor and WLR support, they will be able to provide legal assistance to other women within their own communities (approximately 1,000 women), who are victims of domestic violence and in need of basic legal assistance.

A.2. Scope of Work

WLR seeks technical experience and cooperation of subcontractors able to contribute in the implementation of its Guatemala Country Action Plan 2005-2006 and its program component #3: "CSO Capacity Strengthening", based on the WLR Framework Results and the Action Plan (see Annex A). The subcontractor will create and implement these activities in coordination with WLR/Guatemala local Coordinator and the Legal Specialist, mainly in:

- 1) Provide gender and legal technical assistance to all WLR activities stated under component three of the program as described under Deliverables and Deliverables Schedule.
- 2) Design a training program for the Paralegal Community Leaders, on women legal rights and violence against women, to provide justice access to women
- 3) Facilitate the training process and organization of these community leaders for them to provide assistance in at least 5 communities and reach at least 1,000 women in such communities, in cooperation with public organizations of the justice system and the civil society working at a community level.
- 4) Follow-up and advisory to community leaders in the elaboration and implementation of their community support and access to justice plan, aimed to help women victims of several types of violence against women
- 5) Impact and process sustainability assessment. The subcontractor, in guidance of WLR, shall design the curricula and will develop training tools; will facilitate the training process and will follow-up the activities to be held by the community leaders, through a monitoring system based on the indicators and results of WLR.

General Objective

To strengthen the capacities of at least 25 women community leaders in Villa Nueva, through their certification as Paralegal Community Leaders which will provide them with women legal rights mechanisms, especially those against domestic violence, in at least 5 communities of Villa Nueva (Villa Lobos I, Villa Lobos II, Mezquital, Ciudad Peronia, Barcenas).

Specific Objectives

- Development and implementation of a training program of Paralegal Community Leaders, intended to provide all the necessary tools to facilitate legal information to all women victims of domestic violence and violence against women.

- Develop local and inter institutional coordination mechanisms that allow implementation of sustainability strategies to ensure that this effort may become institutionalized and replicated in other Justice Centers nationwide.

Principal Activities:

Based in the WLR Action Plan and Framework Results, specifically, the subcontractor shall:

1. Prepare a timeline to present the expected deliverables, which will be approved by the Local Coordinator of WLR and the Legal Specialist in Washington, D.C.
2. Carry out a diagnostic that allows the identification of at least 25 women community leaders living in 5 of the following communities of Villa Nueva: Villa Lobos I, Villa Lobos II, Mezquital, Ciudad Peronia, Barcenas, to be trained as certified Paralegal Community Leaders
3. In coordination with WLR, shall identify a consultant for the curricula design, the development of components and co-facilitation of trainings.
4. Define and develop the Paralegal Community Leaders training program
5. Work in close cooperation with the WLR team (Local Coordinator and Legal Specialist) in order to provide feedback on the contents and expected deliverables, and provide information on this subject.
6. Create and adapt tools and written materials necessary for the training program.
7. Carry out meetings with the Initiative team and other actors at a community level, such as the Diploma graduate students, to identify contents and coordinate the calendar of activities.
8. Develop the Paralegal Community Leaders training in coordination with the Domestic Violence Commission representative and the diploma graduate students.
9. Create periodical progress reports for delivery to WLR for approval. These reports must be delivered during the last working day of the bimestrial.
10. Create a final report in Spanish, at least 15 pages long, which includes all the activities and impact of best practices of the WLR framework results and following up the report requirements used by WLR. The report must include (but not be limited to):
 - 1) Executive summary;
 - 2) Goals and objectives of the activity;
 - 3) How the activity was implemented
 - 4) Results, according to the WLR framework results and indicators;
 - 5) Lessons learned;
 - 6) Impact and sustainability of the process.

The Subcontractor shall be based in Villa Nueva, Guatemala.

The Subcontractor shall work with the WLR Guatemala team in carrying out this assignment, which will be completed by June 30, 2006.

A.3 Deliverables

EXPECTED DELIVERABLES
1. Develop SOW for US/Guatemala Justice Center 1.1. Activities Timeline
1.2. List of the 25 women community leaders identified as a diagnostic result in 5 communities of Villa Nueva, who will participate in the certification process of Paralegal Community leaders 1.3. Consultant recruit and hiring process, finished
2. Training of women community leaders 2.1. Curricula of the Paralegal Community Leaders program, revised and approved 2.2. Guides of the training components, finished and mediated 2.3. Paralegal Community Leaders training program implemented, Monitoring Plans, Follow-up and Implementation Evaluation/Work with the community leaders, ready to be implemented.
3. Follow-up Strategies 3.1. Paralegal Community Leaders Follow-up strategy Developer and approved
4. Reports Presentation 4.1. Preparation and presentation of progress reports to WLR Initiative. 4.2. Final Report presentation to WLR Initiative

The Subcontractor shall mark all materials and documents paid for by this contract with the USAID logo, and/or acknowledge that the source of funding is USAID.

ANNEX E

SOW of Institute of Comparative Criminal Studies

Section A. Background, Scope of Work, Deliverables and Deliverables Schedule

A.1. Background

The Women's Legal Rights Initiative (WLR) team, in collaboration with the Office of Women in development (EGAT/WID) and USAID missions worldwide is working to strengthen and promote women's legal rights and their participation by enhancing opportunities for women to meaningfully participate in the economic, social and political dimensions of society. To achieve these goals the project coordinates with international donors and local stakeholders to provide strategies to identify constraints, discern gaps, and document best practices in knowledge and practice. Chemonics and the Subcontractor have agreed to combine their efforts and resources to achieve better gender equality and awareness in both civil and justice sectors in Villa Nueva, Guatemala.

In December 2004, Women's Legal Rights Initiative, San Carlos University Law School and USAID/Guatemala, as witnesses of honor, signed a Memorandum of Understanding (MOU), in which both institutions committed to develop activities in strategic areas of educational process and dissemination of law with a gender perspective in order to strengthen access to justice to all women, especially indigenous women, and enhance institutional capacity to advocate and contribute to CSO strengthening.

One of the specific activities of the MOU is to strengthen institutional capacities of the justice sector and civil society organizations so they can respond efficiently to all the demands, needs, problems and legal claims placed by women.

The Subcontractor was one of the organizations represented in the WLR Diploma Program. In this program, a graduate student developed and implemented an advocacy project entitled, "A Guide for the Addition of Gender into the Institute for Comparative Criminal Studies Activities," which allowed the introduction of gender perspectives into all research works, trainings and content developed by the Institute, in the defense of women. The implementation of this project led to the coordination of activities with other institutions represented in the same Diploma Program, such as the Institute of Public Defenders and the domestic Violence Commission of the USAID/Guatemala Justice Center in Villa Nueva where activities have been carried out for the benefit of Guatemalan women's rights.

It is highly necessary to support this process through the development of strategies for women's legal defense and access to justice resulting in a legal tool that can be implemented by professionals at the Institute of Public Defenders and introduced into the training of trainers. This process will be implemented by a Diploma graduate. Also Villa Nueva Justice Center will use this tool in the training of the paralegal community leaders with the cooperation of a Diploma graduate.

A.2. Scope of Work

WLR seeks technical experience and cooperation of subcontractors able to contribute in the implementation of its Guatemala Country Action Plan 2005-2006 and its program component #3: "CSOs Capacity Strengthening", based on the WLR Framework Results and the Action Plan (see Annex A). The subcontractor will create and implement these activities in coordination with WLR/Guatemala local Coordinator and the Legal Specialist, mainly in:

- 1- Elaborate a brief diagnostic in order to provide the necessary elements for the development of legal defense strategies with gender perspective and that at the same time, allows access to justice to all women currently in jail.
- 2- Development of a defense standards manual with gender perspective aimed to help women in jail, to be used as a tool in the strategy of public defenders training.
- 3- Create a document to be used at a community level which contains specific mechanisms for easy access to justice system, addressed to help women victims of violence (domestic) and used as material during the training of paralegal community leaders and tool for their use in their communities.
- 4- Create the capacity to coordinate common actions between the Institute of Public Defenders and the Commission of Villa Nueva Justice Center at the request of the Women's Legal Rights Initiative.

General Objective

To strengthen the capacities of Public Defenders and civil society organizations, for an enhanced promotion of women's legal rights and protection, offering the most appropriate and necessary tools to advocate and provide arguments and strategies with gender perspective for the defense of women's rights.

Specific Objectives

- **Develop theoretical-legal tools with gender perspective aimed to strengthen justice operators' capacities, especially the Public Defenders, in benefit of women currently in jail.**
- **Develop an instrument, based on popular education methodology to identify available legal mechanisms to protect women's legal rights and their immediate access to justice, especially in domestic violence cases.**
- **Implement local and inter institutional coordination mechanisms, to allow an effective development of the strategies, as for example common actions between the Institute of Public Defenders and the Commission of Villa Nueva Justice Center at the request of the Women's Legal Rights Initiative.**

Principal Activities:

Based in the WLR Action Plan and Framework Results, specifically, the subcontractor shall:

A.3 Deliverables

EXPECTED DELIVERABLES
1. Development of TORs for the Institute for Comparative Criminal Studies 1.1. Subcontract signed
1.2. Activities calendar, approved Timeline for research, manuals, and trainings
2. Diagnostic developed by the Institute for Comparative Criminal Studies 2.1. Diagnostic with elements for the manuals, finished Research design and manual development
2.2. Technical and community work manuals containing the strategy product of the diagnostic, finished
2.3. Technical and community work manuals, reproduction.
2.5. Use of the community work manuals as tool during the training of 50 Paralegal Community Leaders, developed by Villa Nueva Justice Center.
3. Reports Presentation 3.1. Prepare and present periodic reports to WLR Initiative.
3.2. Final report and presentation to WLR Initiative

The Subcontractor shall mark all materials and documents paid for by this contract with the USAID logo, and/or acknowledge that the source of funding is USAID.

